



<b>Meeting Date</b>	<b>March 1, 2007</b>	<b>Time</b>	<b>10:00 – 11:30</b>
<b>Location</b>	<b>SSMC3 room 11836; 866-919-7299; passcode 6255248</b>		
<b>Meeting Title</b>	<b>BPR Reimbursable Work Group</b>		
<b>Facilitator</b>	<b>Lois Coleman</b>		

#### Members and Invited Guests

(Y = present; N = not present)

<b>Member Name</b>	<b>Organization</b>		<b>E-mail</b>
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	Y	
Steve Musser	OAR	Y	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	N	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	Y	
Thomas Santymire	Budget Office	N	
Pam Williams	CMFD	N	
Valda Ferrell-Evans	CMFD	N	
Sharon Glover	BIS	N	
<b>Guest Name</b>	<b>Organization</b>	<b>✓</b>	<b>E-mail</b>
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#### Agenda:

1. Approval of Model Template – Bruce Jackson/Malcolm Orr
2. Training – Cindy Rich
3. Chapter 10 – Lois Coleman
4. Carryover/Allotments – Paul Johnson
5. Update on SOPs – Paul Johnson

## Minutes:

1. Received comments on new reimbursable policy chapter from Malcolm Orr and Finance. Lois said she will send out the final draft next week. She will be meeting with the CFO Council on March 21<sup>st</sup> or 23<sup>rd</sup>.
2. Approved the new reimbursable agreement template and cover sheet.
3. Discussed reimbursable training
  - a. Cindy reviewed the handout with questions and suggestions for the work group discussion on training
  - b. It was agreed that we will not cover training on agreement templates and contracting and legal issues as part of the training to be given by the CBS RA and Training teams in May. Bruce Jackson is charged with producing a user guide on agreements and related training. He expects to provide some form of training before fiscal year end. He may be able to make use of video conferencing.
  - c. Malcolm mentioned that requests for DOC OGC to do legal training can be forwarded to them.
  - d. The scope of the May training sessions will include reimbursable policies, business rules, process flow, SOPs, reimbursable reports & queries, and specific topics of interest to the LOs such as resolving unmatched costs & cost overruns, calculating carryover, refunds, and intergovernmental reconciliations with trading partners.
  - e. The group indicated that we may not need any hands-on exercises for this training
  - f. The Line Office representatives were requested to provide the number of users they expect to train in May at the next meeting
    - i. Jackie said there are a total of 230 reimbursable users in NOAA
  - g. Jackie will find out availability of training rooms at field locations in May and June for the next meeting
  - h. It was agreed that we will not separate classes by LO and that LO and FMC users will be trained together
  - i. The question was raised as to whether or not we need a separate training session for managers and supervisors
4. Paul indicated that the Standard Operating Procedures are almost complete. He is waiting for an updated flow chart from Cindy, the final draft of the reimbursable template, and the updated General Policies section from the new Reimbursable Handbook to complete the Standard Operating Procedures. It was recommended that he go ahead and send it out to the work group for comments now. He sent it out for review and comment on March 1<sup>st</sup>.
5. The next meeting is scheduled for Wednesday, March 14<sup>th</sup>.

<b>The next meeting will be:</b>	<b>Wednesday March 14, 2007, 9:30 – 11:00</b>
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